

A man and a woman are sitting on a light-colored wooden floor, looking at a tablet together. The man is wearing a white t-shirt and blue jeans, and the woman is wearing a striped shirt and blue jeans. They are both looking down at the tablet, which the man is holding. The background is a bright, out-of-focus interior space with a large window and some furniture.

# Professionals

## Moving Home Checklist



# Preparing to move home

## The big move isn't far away now.

You're probably already busy creating a checklist of things to do in the lead up to moving. We thought we'd make the process as simple as possible with some handy hints and tips.

The next 8 weeks will fly by, so keep our list close by to help co-ordinate your busy schedule!

We hope you arrive safe and sound in your new home and you won't be doing a big move again anytime soon.

If there's anything you need in your new area, a Professionals agent can help connect you to local services, clubs and community events.

Good luck!







# Time until moving day:

## 2 months

**Wouldn't it be great if someone could magically do all this for you?  
At least our checklist will help reduce any major stress.**

### 8 weeks to go

- ☐ Confirm your exact date for moving
- ☐ Liaise with your mortgage broker regarding finance on your next property
- ☐ Speak with your solicitor to confirm definite sale
- ☐ Select a removal company suitable for your needs. Obtain a range of quotes, allowing for large items
- ☐ Advise friends and relatives of your move
- ☐ Keep a list of incoming mail and notify change of address for any subscriptions
- ☐ Prepare an inventory of everything and store it with your valuables
- ☐ Plan how and when to pack your belongings
- ☐ If renting, advise your current landlord that you will be departing the premises

### 6 weeks to go

- ☐ Have a thorough clean-out, especially the dreaded garden shed and garage
- ☐ Begin to consume supplies of frozen / perishable foods
- ☐ Check that larger appliances and furniture will fit in your new home, making a list of anything you will not take. If selling, advertise any items for sale
- ☐ Begin collecting large sturdy cardboard boxes for items you wish to pack yourself
- ☐ Arrange a charity pick up for things you no longer need / want
- ☐ Advise your children's school / kindergarten / daycare of your impending move

# Time until moving day:

## 1 month

**How fast did that first month go? Hopefully your list is getting smaller by the day!**

### 4 weeks to go

- ☐ Contact your internet provider and pay TV company
- ☐ Document a belongings inventory and store in a safe place

### 3 weeks to go

- ☐ Collect family's dental and medical records, letters of introduction and children's school records if moving out of the local area
- ☐ Advise your solicitor, local council, insurance companies, accountant, hire purchase companies, stores where you have accounts, clubs and gyms of your impending move
- ☐ Start packing and labelling boxes with contents and intended location in your new home

### 2 weeks to go

- ☐ Ask friends and relatives to help on moving day (they better say yes!)
- ☐ Advise your bank of address changes
- ☐ If moving a long distance, check to see if your car needs servicing
- ☐ Take cuttings of plants you value and re-pot them



# Time until moving day:

## 1 week

**It's not long now. Here's your final week checklist before the big day.**

### 4 – 7 days to go

- ☐ Notify post office to redirect your mail
- ☐ Arrange electoral roll transfer
- ☐ Advise the tax department
- ☐ Begin packing and leave out essentials for arrival
- ☐ Finalise accounts for gas, water, electricity and phone
- ☐ Ensure utilities are switched on at your new address
- ☐ Advise motor registry on new address for licence and registration
- ☐ Set aside a box of cleaning supplies
- ☐ Confirm booking with your removalist
- ☐ Collect any items outstanding, for example, lay-bys, dry cleaning, shoe repairs
- ☐ Return DVD's and library books

### 2 – 3 days to go

- ☐ Return borrowed items from neighbours or friends
- ☐ Cancel local services such as lawn mowing
- ☐ Check with manufacturers if your washing machine and refrigerator motors need bolting down
- ☐ Clean out medicine cabinet
- ☐ Empty rubbish bins
- ☐ Do a final clean-out of garage
- ☐ Dispose of flammable items and drain fuel from lawn mower / other machinery
- ☐ Dismantle any items which are being moved, for example, furniture or trampolines

### 1 day to go

- ☐ Place things you want packed together in boxes
- ☐ Make sure utility meters have been read
- ☐ Defrost fridge / freezer and wash out interior
- ☐ If moving long distance, have your pet picked up
- ☐ If your car is being transported, also have it picked up
- ☐ Clearly mark all boxes with appropriate contents and designated room



# The big day has arrived

**Take a deep breath and you'll  
be in your new home in no time.**

- ☐ Keep essential items and valuables with you
- ☐ Tighten all taps
- ☐ Check gas, electric switches and lights
- ☐ Lock all doors and windows
- ☐ Check all rooms for forgotten items including basement, garage and roof storage areas
- ☐ Confirm the delivery address with removalists

# A few handy packing hints

**Start your packing a few weeks before the move, taking the  
time to choose the right packing boxes for the job.**

Begin in rooms where items aren't in constant use. Always pack heavy items on the bottom and lighter on top. One tried-and-test way of making unpacking easier is to colour code each room. Packed boxes can be marked with their room's colour, including a description of its contents.

Another point to consider is whether your driveway can take the weight of a fully laden van, or you can get in and out of the driveway. Removalists often provide a guarantee for any damage to your furniture or contents they've packed, so check your belongings thoroughly when received at your new address and advise of any damage that may have occurred.

**For fragile items and furniture,  
consider the following:**

- > Wrap fragile items in newspaper, watching for finger marks
- > Use clean paper, bubble wrap or styrofoam for padding
- > Wrap electrical items individually before packing and cushioning
- > Pack containers tightly to avoid shifting, but don't overload
- > Protect finished surfaces with paper or cloth to avoid scratches
- > For fragile and porous surfaces, towels and sheets are preferable



- Let movers pack mirrors, furniture and pictures to prevent breakage
- Resist packing breakables or liquids in drawers, such as ornaments, perfumes or sauce bottles
- Don't overload drawers with linen or clothing as too much weight may damage your furniture
- Make certain all liquids and foodstuffs are in sealed containers
- Dispose safely of volatile chemicals and fuels



# Just in case you've forgotten anything

Here's a quick checklist of all your key contacts who might like to hear from you before you make the move.

## Utilities

- > Gas / Heating
- > Electricity
- > Telephone (landline / mobile)
- > Local Council
- > Post Office
- > Internet
- > Pay Television

## Home Services

- > Cleaning
- > Gardening / Lawn Mowing
- > Alarm Monitoring
- > Rubbish Collection
- > News Agency

## Financial Business

- > Banks
- > Credit Cards / Store Cards
- > Building Society
- > Credit Union
- > Hire Purchase
- > Finance Company
- > Leases
- > Shares / Investments
- > Insurance (Car, House, Boat, Life)
- > Superannuation Fund
- > Legal Representative
- > Conveyancer
- > Accountant
- > FlyBuys / Frequent Flyers

## Personal

- > Neighbours
- > Relatives
- > Friends
- > Employer
- > Churches

## Clubs

- > Scouts
- > Dancing / Ballet
- > Social or other
- > Auto Club
- > Sporting
- > Gym

## Education

- > Schools / Daycare / Kindergarten
- > Library / Magazine Subscriptions
- > Government
- > Tax Department
- > Electoral Office
- > Motor Registration
- > Drivers Licence
- > Child Endowment

## Health

- > Doctor
- > Dentist
- > Optician
- > Health Insurance
- > Medicare

# Why choose Professionals?

## A better way for customers.

Since 1976, Professionals Real Estate has established a thriving property group, with more than 250 offices across Australia and New Zealand and a network of over 3000 passionate people. Our brand has made a name for itself as a dynamic, award-winning agency group across buying, selling and renting.

Our members offer a deep knowledge of the local market, and are fully committed to the community they serve. Because real estate is still fundamentally about human relationships, we have a simple but powerful brand purpose – to create customer happiness.

For us, it's not just about a single transaction: we want to earn the right to be your first choice when it comes to property now and into the future. This is why it's our mission to be famous for customer service.

So if there's anything you need during your property journey, please contact your nearest Professionals office.

Visit us online today  
at [professionals.co.nz](http://professionals.co.nz)



**Mike Henderson**  
CEO Professionals Real Estate







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